

Weekly Report for Week Ending 21 September 1959
FROM
ARCHIVES and RECORDS CENTER

1. Contributions

a. Tangible

- (1) Six offices transferred 269 cubic feet of inactive records to the Records Center.
- (2) A total of 124 cubic feet of records were removed from the disposal area and burned. This leaves an accumulation of 633 cubic feet in the area.
- (3) Reference service items totaling 3,472 were furnished various offices, agencies, and foreign governments.

b. Intangible

- (1) Ten cubic feet of records were placed in the disposal area, and six were transferred out of the Records Center.
- (2) Personnel of DDP/FI, Division D discovered they had retired 51 cubic feet through the wrong channels. These 51 cubic feet will be removed from the DD/P grided area and processed into the OCI grided area.

2. Assignments

a. Active

- (1) None

b. Inactive

- (1) Consolidation of three sets of information reports into one Record Set - (no one available to assign to the project)
- (2) Physical consolidation of VM and Records Center

Being held up pending the receipt of written concurrence from Office of Security.

- (3) Physical inventory of records holdings

Awaiting the completion of inventory sheets by the interim-assignment pool.

3. News

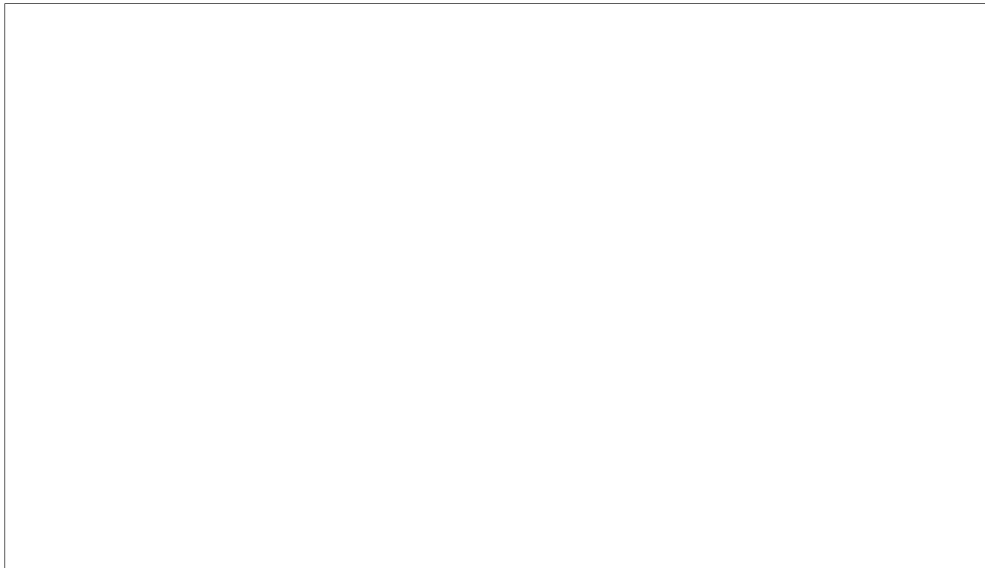
- a. The Chief, Management Staff obtained the promise of labor support

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25X1 from the [] to burn the records being held in the disposal area.

25X1 b. [] has returned from three weeks' leave in Texas.

4. Visitors



25X1

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